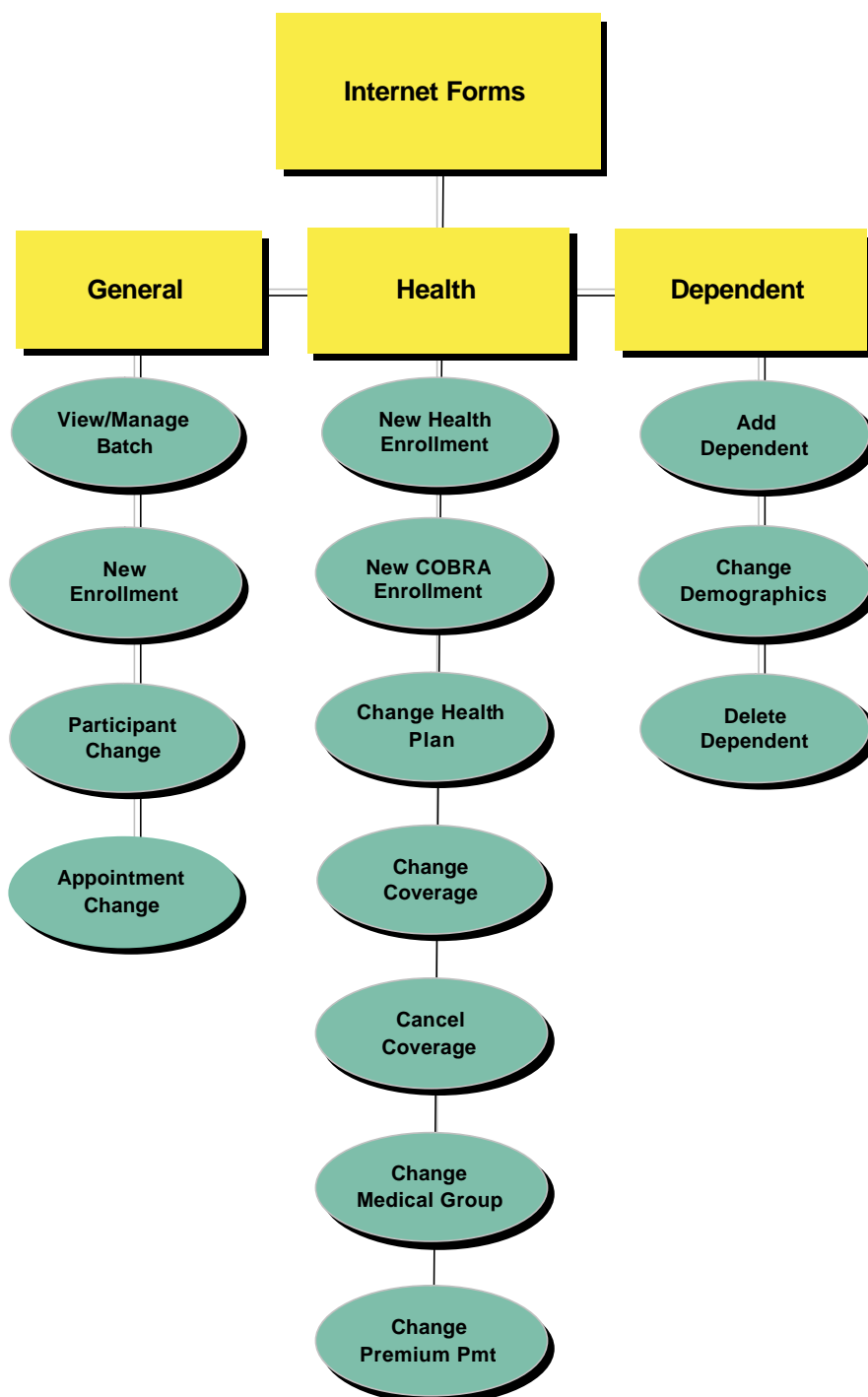


INTERNET FORMS: GENERAL

When you log on to ACES and select Internet Forms, you will see three folders: **Internet Forms: General** (four document icons representing four different functions), **Internet Forms: Health** (seven functions), and **Internet Forms: Dependent** (three functions). The diagram below is a map of Internet Forms functions available to ACES users.

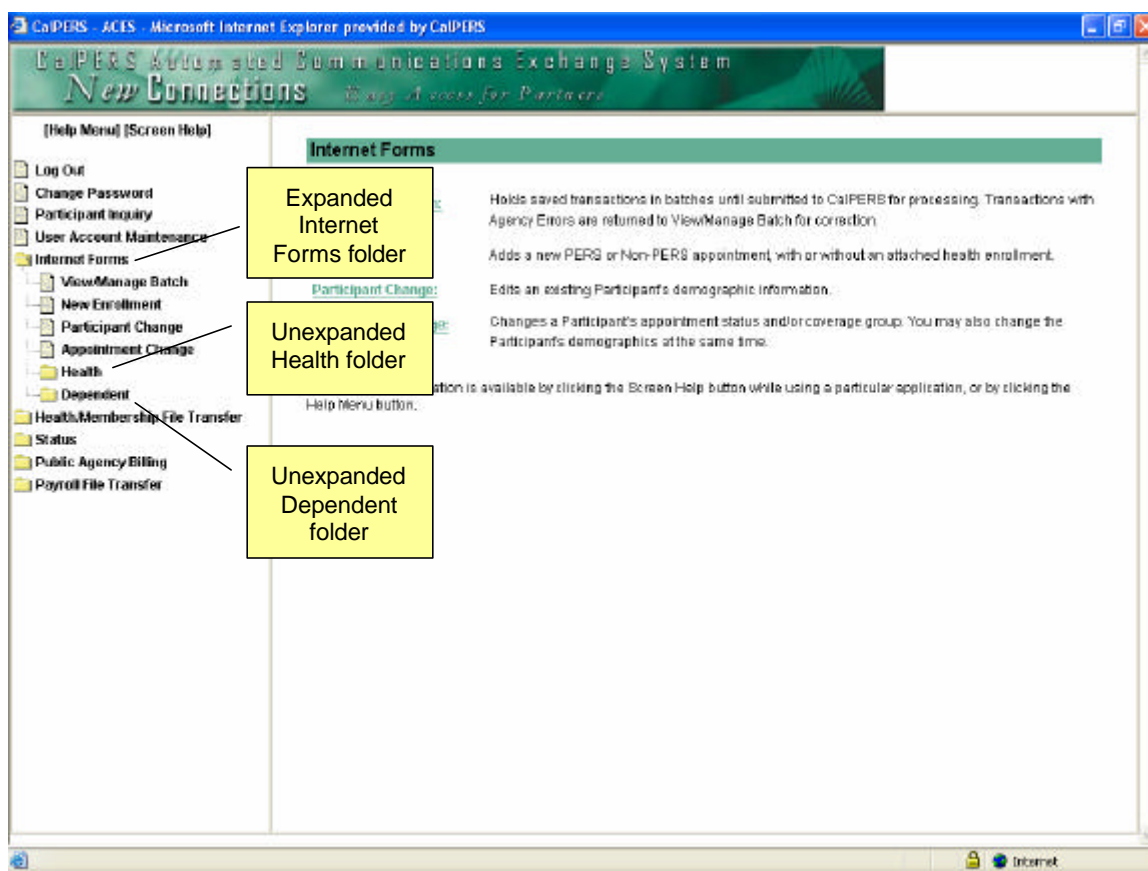


The Internet Forms Function

The General category of Internet Forms has four functions:

Function:	Purpose:
View/Manage Batch	Holds saved transactions in batches until submitted to CalPERS for processing. Transactions with Agency Errors are returned to View/Manage Batch for correction.
New Enrollment	Adds a new PERS appointment, with or without an attached health enrollment, or Non-PERS/STRS appointment with health enrollment.
Participant Change	Edits an existing Participant's demographic information.
Appointment Change	Changes a Participant's appointment status and/or coverage group. You may also change the Participant's demographics at the same time.

The screen below shows the Navigation Tree with the Internet Forms folder expanded. It shows the four functions of the Internet Forms: General category, and the unexpanded Health and Dependent folders.

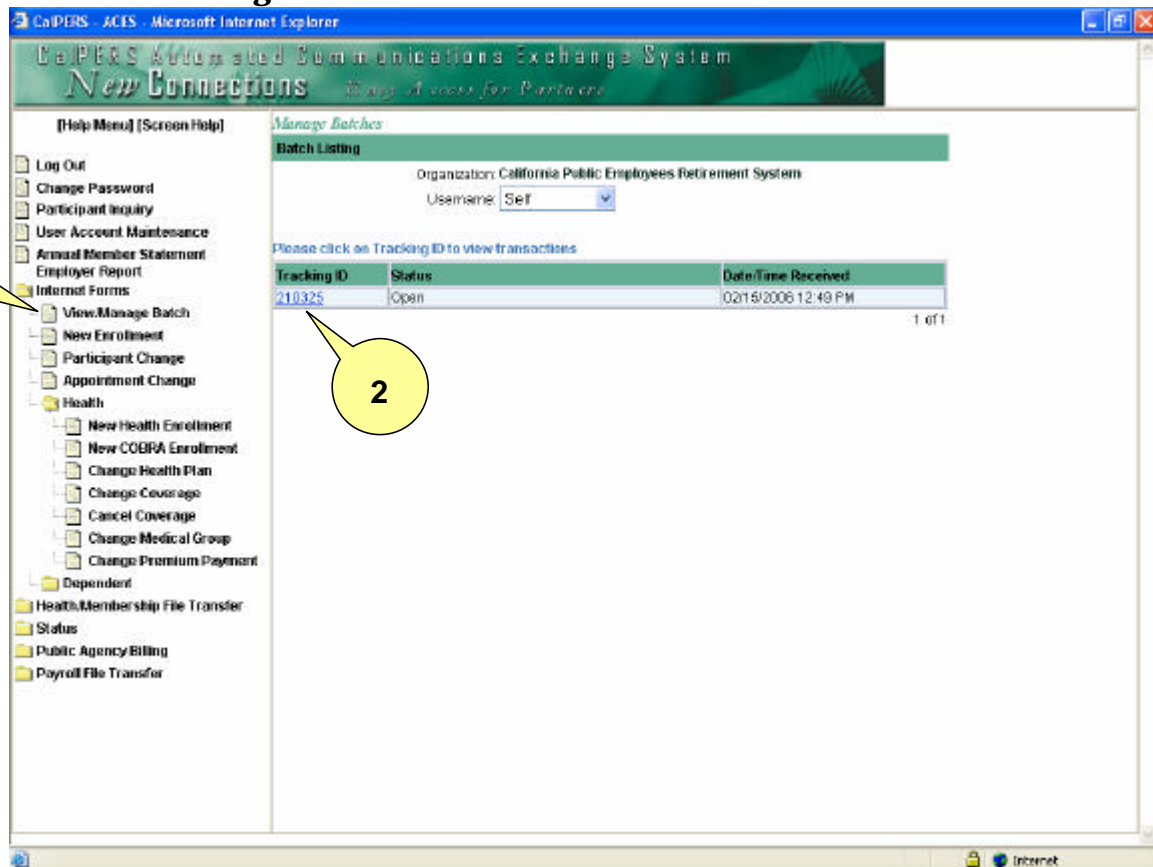


View/Manage Batch

After you have entered and saved Internet Forms transactions, **View/Manage Batch** holds them until you are ready to submit them to CalPERS for processing (or until CalPERS picks up the batch for processing).

NOTE: You can submit more than one batch per day, up until the applicable deadline (see Page 8). However, the transactions you completed will NOT be processed unless you submit them using **View/Manage Batch**.

1. From the Internet Forms folder on the Navigation Tree, select **View/Manage Batch**.



2. Click the [Tracking ID](#) of the batch you want to send to CalPERS for processing. **Note:** The Status column may show one of the following messages:
 - Open
 - Waiting to be processed
 - Error

VIEW/MANAGE BATCH

Batch Transaction Listing

Organization: California Public Employees Retirement System
 Username: ATRAM
 Tracking ID: 210329
 Status: Open
 Number of Transactions: 3
 Received: 02/15/2006 12:55 PM

Submit Batch Cancel Batch

Please click on the Trans. No. of the SSN you wish to View/Edit.

☐ Mark all transactions for printing

Print	Trans. No.	SSN	Transaction Type	Participant
<input type="checkbox"/>	1	123-45-6789	New PERS Enrollment	Jeremy Mouse
<input type="checkbox"/>	2	777-27-9767	New PERS Enrollment	Luke Conank

New Enrollment ACES Transaction(s) Awaiting Processing

Participant Information:

SSN: 123-45-6789
 Birth Date: 01/01/1970
 Name: Jeremy Mouse

Participant Demographics

First Name:
 Middle Name / Initial:
 Last Name:
 Name Suffix:
 Gender:
 EE Daytime Phone () - - Ext.

Participant Address

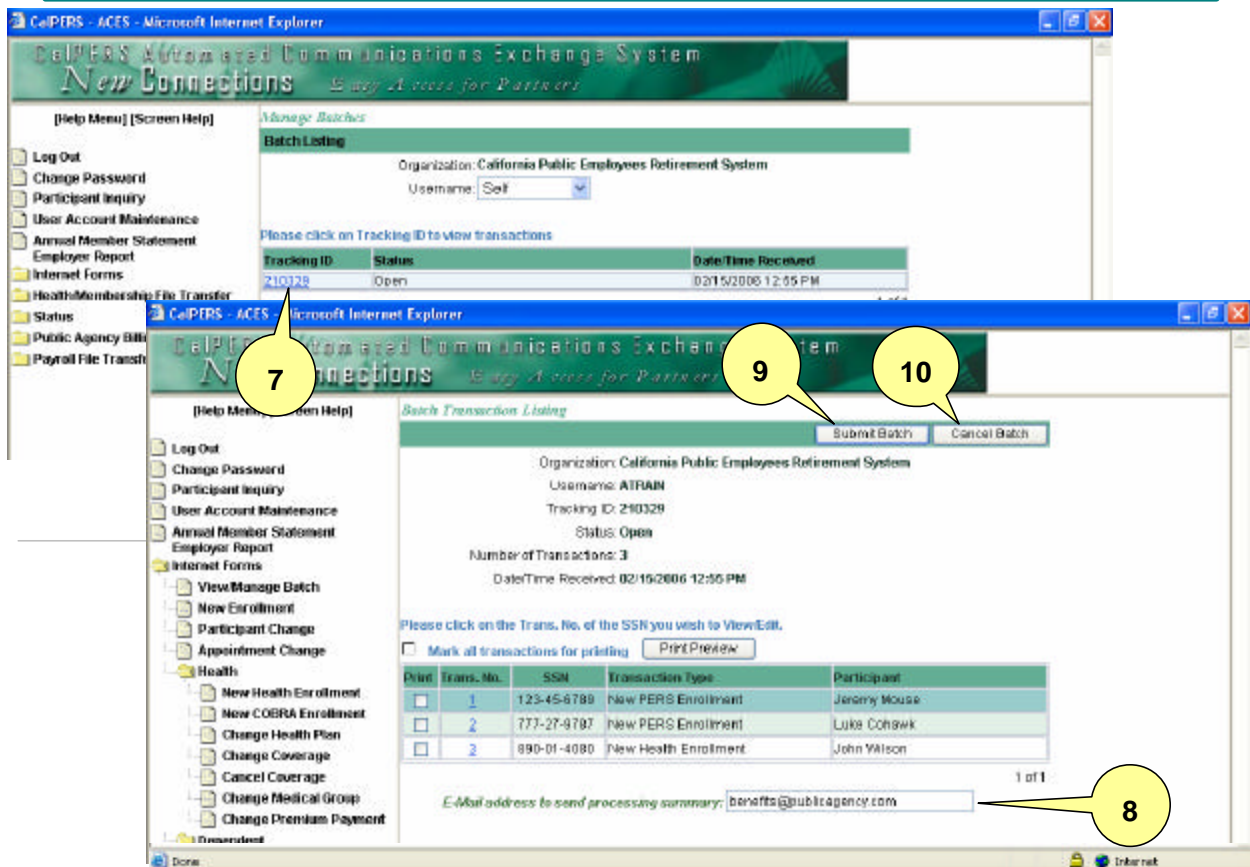
☐ Domestic ☐ Foreign

3. A list of saved transactions appears.
 - To view or make changes to a specific transaction, go to Step 4.
 - If the batch is ready to be submitted for processing, go to Step 8.
4. To view or make changes to a specific transaction, click on the [Trans. No.](#) next to the appropriate transaction.
5. Information already saved appears.
 - To change information, go to the desired field, make change(s), and click **Save**.
 - To delete a saved transaction, click **Delete**.

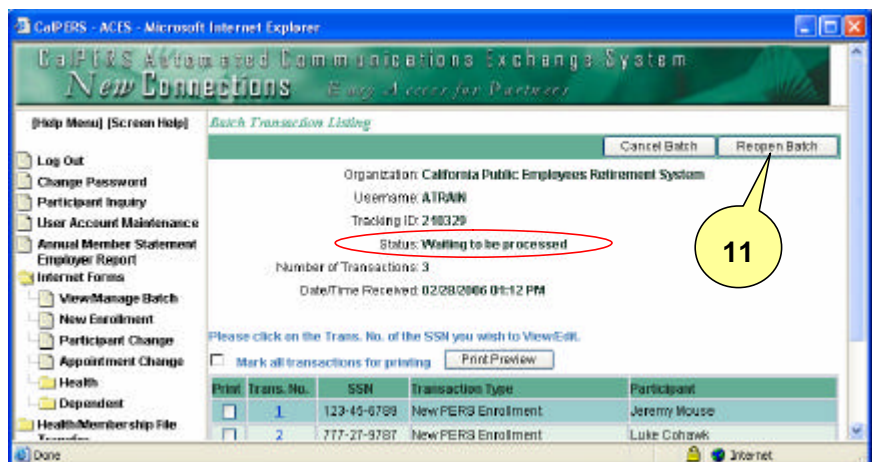
Note: If no **Save** or **Delete** buttons are visible, the batch has been submitted and is closed. Reopen the batch to make any changes to the transaction.
6. When you are satisfied that all transactions are correct and you are ready to send the batch to CalPERS for processing, select **View/Manage Batch** from the Navigation Tree.

Reminder

To add or edit a transaction in a batch that has already been submitted, you must re-open the batch, update and save the transaction, and **resubmit the batch via View/Manage Batch** in order for the batch to be processed. Open batches will not be processed.

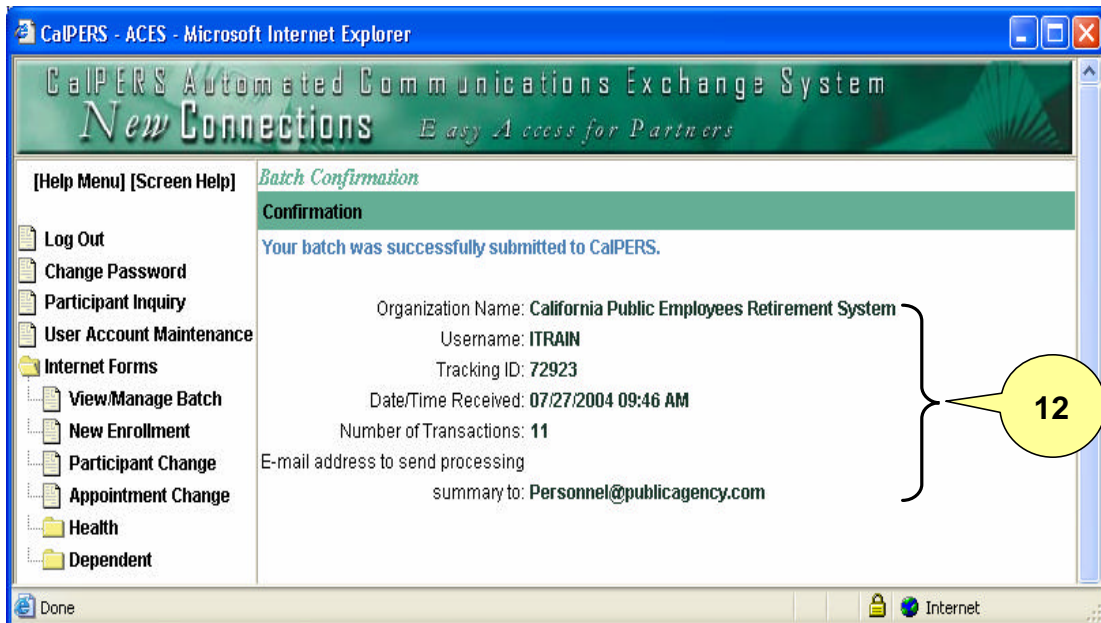


7. On the Manage Batches screen, click the [Tracking ID](#) of the batch to be submitted.
8. At the bottom of the **Batch Transaction Listing**, verify the e-mail address to send the processing **Summary Report**. (The Summary Report specifies the number of transactions submitted and the status of each transaction after processing. See the **Error Correction Process** section for additional details).
9. Click **Submit Batch** to submit the transactions to CalPERS for processing.
10. If you want to cancel the entire list of transactions, click **Cancel Batch**.
11. You may reopen the batch **Waiting to be processed** any time before 3:00 p.m. to make changes to transactions by clicking the **Reopen Batch** button from the **Batch Transaction Listing** page.



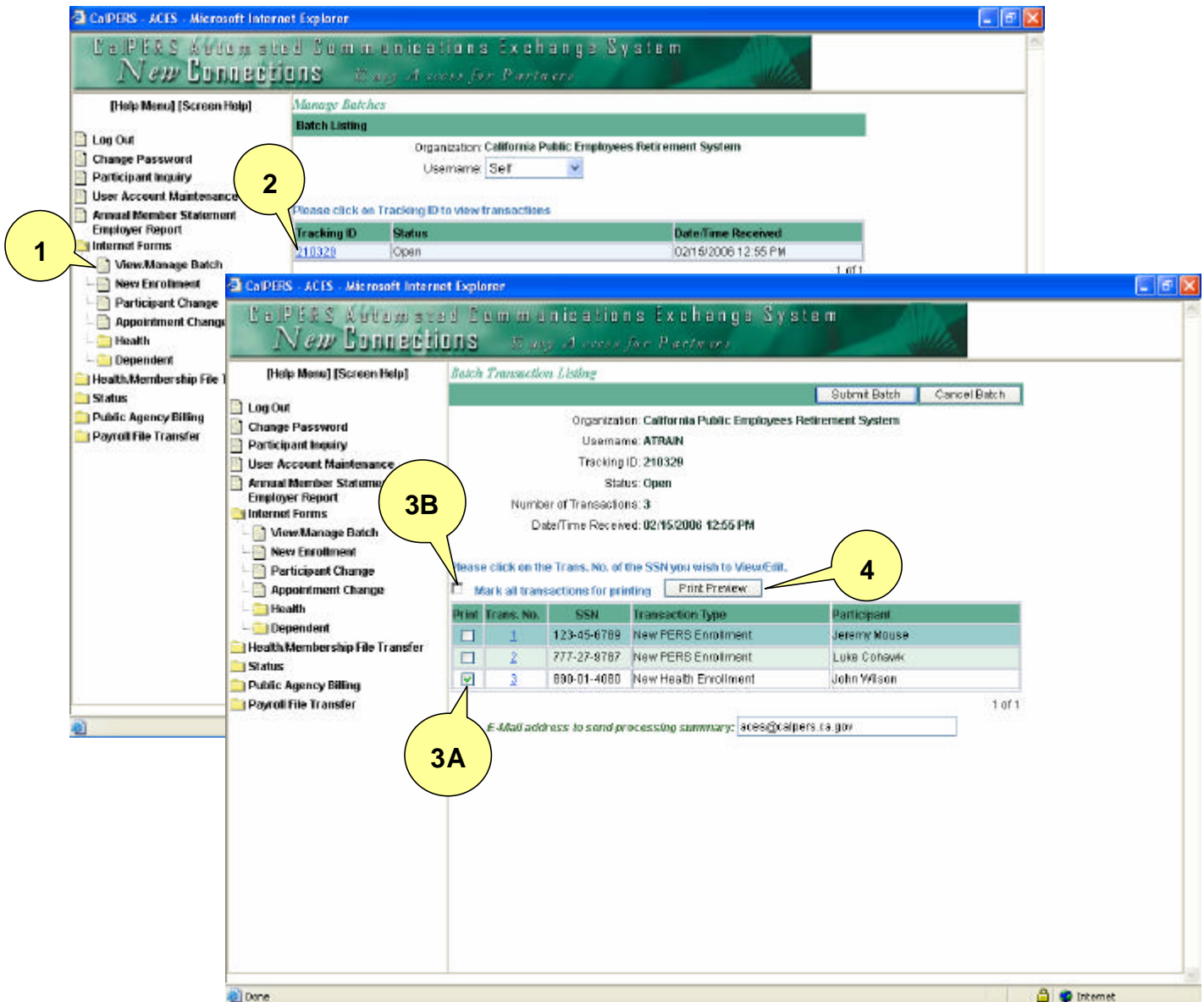
Reminder: If you reopen the batch to make changes, you must save the transaction and re-submit the batch for processing.

- 12.** The Batch Confirmation page will appear indicating the batch was successfully submitted to CalPERS. If you submitted your batch of transactions before 3:00 p.m. on a weekday, you will receive an e-mail notification with your Summary Report the same day.



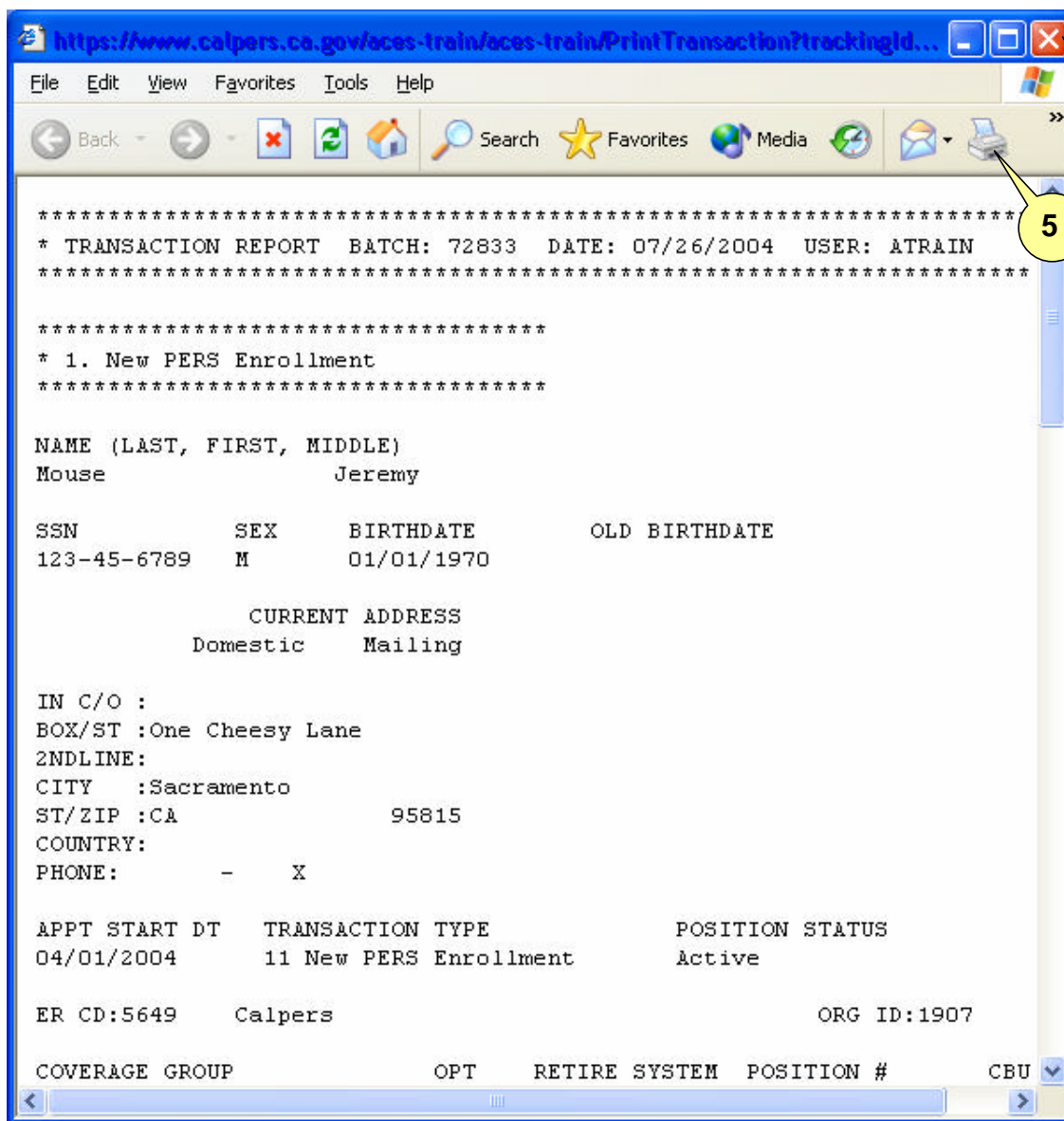
Printing from View/Manage Batch

You have the option to print a list of all transactions from **View/Manage Batch** when the batch has not been submitted and is “Open,” or when the batch has been submitted and is “Waiting to be Processed.”



1. Click **View/Manage Batch** on the Navigation Tree.
2. Click on the [Tracking ID](#) to open the batch you wish to print.
3. Select transactions to be printed in either of the following ways:
 - A. Check the box in the “Print” column to mark individual transactions
 - B. Check the box “Mark all transactions for printing” to select all transactions.
4. Click **Print Preview** to format transaction(s) for printing (formatting may take up to one minute). This will open in a separate browser window.

5. Click the “Print” button on your browser, or press Ctrl + P then “OK” to print the transactions. One transaction will be printed per page.
6. Click the “Close” [X] button to close the printing window.



Please Note: Pop-up Blockers may prevent the **Print Preview** function from operating. To temporarily disable a pop-up blocker, hold the **Ctrl** button down on your keyboard while clicking on the **Print Preview** button.

NOTE FOR NETSCAPE USERS: When using the “Mark all transactions for printing,” the pages are not paginating correctly. In order to print one transaction per page, you must print each transaction individually. In addition, only the first page, up to a total of 11 transactions, can be printed. For this reason, if you desire to print your transactions, you should limit each batch to no more than 11 transactions per batch.

New Enrollment

Use the **New Enrollment** function to add a new PERS appointment, with or without an attached health enrollment, or Non-PERS/STRS appointment with health enrollment. **

If the Participant has been previously enrolled for CalPERS Retirement benefits with your organization and is now enrolling for Health benefits only, use the **New Health Enrollment** screen.

1. Select **New Enrollment** from the Internet Forms folder on the Navigation Tree.
2. Enter the Participant's SSN (Social Security Number) and Birth Date, and click **Get Data** or press **Enter**.

****NOTE:** State Employers (with the exception of Non-Central agencies) cannot enroll employees directly into CalPERS membership through ACES – this **must** be done through the State Controller's Office Personnel Information Management System (PIMS).

The image displays two screenshots of the CalPERS ACES New Enrollment screen. The top screenshot shows the initial form with fields for SSN (123-45-6789) and Birth Date (01/01/1971), and a 'Get Data' button. A yellow callout '2' points to the 'Get Data' button. The bottom screenshot shows the form after data retrieval, with fields for Name, Birth Date Certification, and Participant Demographics. A yellow callout '3' points to the 'New Participant Enrollment' link. A yellow callout '1' points to the 'New Enrollment' option in the left navigation tree.



- Birth Date Certification: Indicates whether the birth date currently on record has been certified with specific documents by CalPERS. If you believe a certified birth date is incorrect, you must contact CalPERS to have it changed.
 - If the Participant does not have a pre-existing appointment, the message **New Participant Enrollment** appears in the Participant Information section. Birth Date Certification will display a status of “No Certification.” Continue to Step 3.
- 3.** If the Participant has a pre-existing appointment (i.e., enrollment with a previous employer), previous demographic information appears. If the information is correct, go to Step 4. If the information is incorrect, update the information. For new enrollments with no existing information in the system, first enter demographic data (*green /bold /italic* fields are required):
- First name
 - Middle name/initial
 - ***Last name***
 - Name suffix
 - ***Gender***
 - Employee’s (EE) daytime telephone number

CalPERS - ACES - Microsoft Internet Explorer

CalPERS Automated Communications Exchange System
New Connections Easy Access for Partners

[Help Menu] [Screen Help]

New Enrollment

Participant Information

SSN: 123-45-6789
Birth Date: 03/28/1957
Name:
Birth Date Certification: No Certification
New Participant Enrollment.

Participant Demographics

First Name:
Middle Name Initial:
Last Name:
Name Suffix:
Gender:
EE Daytime Phone: () - - Ext:

Participant Address

☒ Domestic ☐ Foreign
Address Type:
Supplemental Type:
Supplemental Address:
Street Address/PO Box:
Additional Address Line:
City:
State:
ZIP:

4. Enter Participant's address.
 - Domestic or Foreign Address Type (the default is Domestic)
 - **Address Type** (the default is Mailing)
 - Supplemental Address Type
 - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
 - **Street Address /PO Box**
 - Additional Address Line
 - **City**
 - **State**
 - **ZIP** (only first five digits are required)
5. Click **Appointment** to advance to the next New Enrollment screen.

6. Enter Appointment information.

- Organization name. Your organization name automatically populates this field. (If you are a registration servicer who processes transactions for other agencies, select the name of the member's agency from the drop-down menu.)
- **Appointment Status** (the default status is Active)
- **Retirement System** (the default is CalPERS)

Only State Employers will see the following fields (Note: Legislative employers should *not* enter data into these fields):

- **SCO Agency /Unit /Class /Serial** (use the most current external position number)
- **Bargaining Unit Rank /Unit**

7. Click the **Get Coverage Group** button in order to populate all valid Coverage Groups associated with the Appointment Start Date. If CalPERS was selected as the retirement system in Step 6, enter the following information:

The screenshot shows the CalPERS - ACES web application in Microsoft Internet Explorer. The left sidebar contains a tree view with options: Participant Change, Appointment Change, Health, Dependent, Health Membership File Transfer, Status, Public Agency Billing, and Payroll File Transfer. The main content area is titled 'PERS Retirement Enrollment'. It includes a 'Get Coverage Group' button, a 'Coverage Group' dropdown menu, an 'Optional Member' checkbox, and a 'Basis for Membership' section with radio buttons for: Full-Time for > 6 months, Part-Time <= 20 hrs for <= 1 year, Indeterminate <= 20 hrs a week for 1 year, 1000 hours / 125 days in FY, Already a PERS Member, and None of the above. There are also 'Address' and 'Health' buttons and a 'Save' button. Numbered callouts 7, 8, 9, and 10 point to the 'Get Coverage Group' button, the 'Coverage Group' dropdown, the 'Save' button, and the 'Health' button respectively.

- Coverage Group. Select appropriate value from the drop-down menu.
- Optional Member: This box should be checked only if the employee is an "Optional" member (such as an elective officer or a legislative employee) that is electing to enter CalPERS membership.

NOTE: For elective officers (e.g., City Council, County Board of Supervisors), the Election of Optional Membership form (AESD-59) must still be signed by the employee and sent to CalPERS.

- Basis for Membership. Click the button to select the reason the Participant qualifies for CalPERS membership. (This section is optional. Please refer to the *Public Agency Procedure Manual* for the requirements.)

8. If you wish to view (or have corrections to) demographic or address information, click **Address**. Return to Step 3.
9. If the Participant is only enrolling in Retirement benefits with CalPERS, and all information is correct, click **Save**.
10. If the Participant is also enrolling in Health benefits with CalPERS, click the **Health** button to attach the health enrollment to the eligible appointment.



CalPERS ACES - Microsoft Internet Explorer

CalPERS Automated Communications Exchange System
New Connections Easy Access for Participants

[Help Menu] [Screen Help]

New Enrollment

Participant Information Save 14

SSN: 123-45-6789
 Birth Date: 01/01/1970 Clear
 Name: Brian Ferry
 Birth Date Certification: No Certification

Health Enrollment

Health Event Reason: 11
 Event Date: [MM][DD][YY] (mm/dd/yyyy)
 HBO Received Date: [MM][DD][YY] (mm/dd/yyyy)
 Health Event Effective Date: [MM][DD][YY] (mm/dd/yyyy)
 Eligibility ZIP: [] (if different from mailing address ZIP) ☐ ER Address
 Mailing/Residential ZIP: 95814
GetMedPlan 12
 Plan Name: 13
 Party Rate:
 Primary Care Physician:
 Coverage Type: Basic
 Medical Group:
 Spouse SSN: [] (Required if married and not adding as dependent)
 Qualifying SSN: []

Health Enrollment - Dependents

SSN	Name	Birth Date	Relationship	Gender	Coverage Type
SSN: []	First Name: []				

11. Enter Health Enrollment information (*green /bold /italic* fields are required):

- ***Health Event Reason***
- ***Event Date***
- ***Health Benefits Officer (HBO) Received Date***
- ***Health Event Effective Date***

12. Click **Get MedPlan**. This queries ACES for all Medical Groups and Health Plans effective on the health event effective date (this includes future effective dates) for the participant's ZIP code. The ***Plan Name*** will populate in the drop-down list for selection. Choose the appropriate plan (both State agency and Public agency plan codes are shown).

13. Continue to enter Health Enrollment information:

- ***Plan Name*** (ACES provides a list of available plans)
- ***Party Rate*** (See Glossary or on-line Help for definition)
- Eligibility ZIP (Complete this field only if Residence or Employer ZIP used for eligibility is different from mailing ZIP code)
- ER Address (Check this box when the enrollment is based on the Employer's ZIP Code)
- Primary Care Physician

- Coverage Type (the default is Basic)
- **Medical Group** (State Agencies will not see this field. This applies to public agency and school district employees only; the employee's recognized employee group associated with the contract (resolution) for health benefits.)
- Spouse SSN. Required if married or registered domestic partner, unless spouse or domestic partner will also be a dependent on Participant's Health coverage; in that case their SSN is entered in the Add Dependent list (see Step 15)
- Qualifying SSN (Required when enrolling in own right due to loss of other CalPERS coverage)



- 14.** If Participant has dependents to enroll, go to Step 15. If no dependents, click **Save**.

Spouse SSN: (Required if married and not adding as dependent)

Qualifying SSN:

Health Enrollment - Dependent(s)

SSN	Name	Birth Date	Relationship	Gender	Coverage Type
<p>SSN: <input type="text"/> <input type="text"/> <input type="text"/> (Required for spouse/Domestic partners)</p> <p>First Name: <input type="text"/></p> <p>Middle Name/Initial: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Name Suffix: <input type="text"/></p> <p>Gender: <input type="text"/></p> <p>Birth Date: <input type="text"/> <input type="text"/> <input type="text"/> (mm/dd/yyyy)</p> <p>Relationship: <input type="text"/></p> <p>Coverage Type: <input type="text"/></p> <p>Primary Care Physician: <input type="text"/></p> <p>Add to List</p>					

<<Address <<Appointment Cancel Health Save

15. To enroll dependents, enter dependent information (*green /bold /italic* fields are required.)

- SSN (Required for dependent who is a spouse or domestic partner. Users are also encouraged to enter SSNs for **all** dependents if possible.)
- **First Name**
- Middle Name/Initial
- **Last Name**
- Name Suffix
- **Gender**
- **Birth Date**
- **Relationship**
- **Coverage Type** (the default is Basic)
- Primary Care Physician

16. When you have entered all required information, click **Add to List**. *If this step is skipped, dependent information will not be sent to CalPERS.*

- If this is the only dependent to be added, go to Step 20
- To enroll additional dependents, return to Step 15

***** ATTENTION *****

Previously Existing Dependents:

If an employee previously had health coverage from CalPERS through another employer, any previous dependents will be listed in the Dependent List. In order for the dependents to become active under the new plan, you must select the dependent name of each dependent. The **Coverage Type** then defaults to "Basic." Click **Update List**, then save your transaction.

For more information about dependents, see the section Internet Forms: Dependent.

- To add, change, or delete information for a dependent you've just added, go to Steps 17-18
 - To add, change, or delete the *Participant's* demographic/address information, go to Step 19
- To make changes to a dependent you've just added (but before you've saved), click on the [dependent's name](#). When information appears, make the desired changes. Click **Update List**. (Do NOT click **Add to List**; otherwise, another dependent will be created.) When you are satisfied that all information is correct, go to Step 20.
 - To delete a dependent you've just added (but before you've saved), click on the [dependent's name](#). When information appears, click **Delete From List**. When you are satisfied that all information is correct, go to Step 20.
 - If you need to correct or add information to the Participant's address or appointment information, click **Address** or **Appointment**. If you have added this health enrollment in error, click **Cancel Health**.
 - When all adds/changes/deletes are completed, click **Save**.

Don't forget to submit your batch via View/Manage Batch!

Spouse SSN: (Required if married and not adding as dependent)

Qualifying SSN:

Health Enrollment - Dependent(s)					
SSN	Name	Birth Date	Relationship	Gender	Coverage Type
--	Bart Simpson	12/15/1992	Child	Male	Basic
--	Lisa Simpson	12/15/1990	Child	Female	Basic

1 of 1

SSN: (Required for spouse/Domestic partners)

First Name:

Middle Name/Initial:

Last Name:

Name Suffix:

Gender:

Birth Date: (mm/dd/yyyy)

Relationship:

Coverage Type:

Primary Care Physician:

1. From the Internet Forms folder on the Navigation Tree, select **Participant Change**.
2. Enter the Participant's SSN and click **Get Data** or press **Enter**. The Participant's previously entered information appears in two sections: **Participant Demographics** and **Participant Address**.

3. Participant Demographics: Change or add desired information at the fields listed below (remember that *green /bold /italic* fields are required):

- # ACES User Guide

- Name Suffix
- **Gender**
- Birth Date (Date currently on file is displayed here)
- New Birth Date (Note: If there is a birth date certification, this change cannot be made via ACES. Contact us at 888 CalPERS (or 888-225-7377) to have this change applied.)

The screenshot shows a web browser window titled "CalPERS - ACES - Microsoft Internet Explorer provided by CalPERS". The left sidebar has a folder icon and the text "Public Agency Billing". The main content area is titled "Participant Address" and contains the following fields:

- Birth Date: 09/12/1962
- New Birth Date: [mm/dd/yyyy] (mm/dd/yyyy)
- Birth Date Certification: No Certification
- EE Daytime Phone: [] [] - [] Ext. []
- ☒ Domestic ☐ Foreign
- Address Type: Mailing (dropdown)
- Supplemental Type: (dropdown)
- Supplemental Address: (text box)
- Street Address/PO Box: 2 Any Road (text box)
- Additional Address Line: (text box)
- City: Any City (text box)
- State: California (dropdown)
- ZIP: 88888 - [] - [] (text box)
- Save Reset (buttons)

Two yellow callout bubbles are present: bubble "4" points to the Supplemental Address field, and bubble "5" points to the ZIP field.

4. **Participant Address:** Change address information by altering the following:
 - Domestic/Foreign address type (the default is Domestic)
 - **Address Type** (the default is Mailing)
 - Supplemental Address Type
 - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
 - **Street Address /PO Box**
 - Additional Address Line
 - **City**
 - **State**
 - **ZIP** (Only first five digits are required)
5. When all changes are complete, click **Save**.
NOTE: The effective date of this transaction will be the date the transaction is processed.

Don't forget to
submit your
batch via
View/Manage
Batch!

Appointment Change

The **Change Appointment Status /Coverage Group** changes a Participant's appointment status and/or coverage group. You may also change the Participant's address at the same time.

(Appointment Status definitions are listed at the end of the function instructions.)

The top screenshot shows the 'CaPERS - ACES - Microsoft Internet Explorer' window. The main heading is 'CaPERS Automated Communications Exchange System New Connections'. Below this, there's a section for 'Change Appointment Status/Change Coverage Group'. It includes a form with fields for SSN, Name, Birth Date, and Organization. A callout '2' points to the 'Get Data' button, which has a red note '(Click one time only)'.

The bottom screenshot shows the same window after clicking 'Get Data'. The left sidebar has a callout '1' pointing to the 'Appointment Change' link under the 'Internet Forms' folder. The main content area shows the 'Change Appointment Status/Change Coverage Group' page. It displays participant information: SSN: 890-01-4002, Name: Johnathon Wilson, Birth Date: 09/12/1962, Organization: City of Garden Grove. Below this is a table of appointment history. A callout '3' points to the 'Effective Date' column. The table has columns: Effective Date, Status, Email, Coverage Group, Opt, Retirement System, CBU, and SCO. The first row shows: 02/15/2000, Active, 0979, 70001 Misc W/O SS FULL, No, Public Employees' Retirement, None, None. Below the table are fields for 'Effective Date' (02/15/2000), 'Appointment Status' (Active), and 'PERC Retirement Enrollment' (Get Coverage Group button). The 'Coverage Group' is 70001 Misc W/O SS FULL.

1. Open the Internet Forms folder and click on **Appointment Change**.
2. Enter the Participant's SSN, and click **Get Data** or press **Enter**.
3. You will see the screen as it appears above, with the Participant's appointment history by date. Locate the appointment you wish to view and click on the Effective Date. The fields below will populate with appointment information. (If the Participant has more than five appointments, click **Previous** or **Next** to scroll through the history.)

CalPERS - ACES - Microsoft Internet Explorer

CalPERS Automated Communications Exchange System
New Connections
Easy Access for Practitioners

[Help Menu] [Screen Help]

Log Out
Change Password
Participant Inquiry
User Account Maintenance
Annual Member Statement
Employer Report
Internet Forms
View/Manage Batch
New Enrollment
Participant Change
Appointment Change
Health
Dependent
Health Membership File Transfer
Status
Public Agency Billing
Payroll File Transfer

Change Appointment Status/Change Coverage Group

Change Appointment Status/Change Coverage Group

SSN: 990-01-4002 Clear

Name: Johnathon Wilson Birth Date: 03/11/1962

Organization: City of Garden Grove

Click on the effective date to select appointment.

Effective Date	Status	Emol	Coverage Group	Opt	Retirement	SCU	SCO
03/15/2000	Active	0979	70001 Misc W/D SS FULL	No	Public Em		None

1 of 1

Effective Date: []/[]/[] (mm/dd/yyyy)

Appointment Status: Active

PERS Retirement Enrollment

Get Coverage Group

Coverage Group: 70001 Misc W/D SS FULL

Optional Member: ☐

Basis for Membership:

- ☐ Full-Time for > 6 months
- ☐ Part-Time <= 20 hrs for <= 1 year
- ☐ Indeterminate >= 20 hrs a week for 1 year
- ☐ 1000 hours / 125 days in FY
- ☐ Already a PERS Member
- ☒ None of the above

Participant Address

☒ Domestic ☐ Foreign

Address Type: Mailing

Supplemental Type:

Save Reset

4. Enter the **Effective Date** of change.
5. Change any applicable information as follows:
 - Appointment Status (See Page 41 for definition of options)
 - Click **Get Coverage Group** and change the Coverage Group
 - Optional Member (if applicable)
 - Basis for Membership (if applicable, refer to *Public Agency Procedure Manual* for definitions)
6. If this completes the changes, click **Save**. If you need to change the Participant's address as well, scroll down the page and continue to Step 7.

1000 hours / 125 days in FY
 Already a PERS Member
☒ None of the above

Participant Address

☒ Domestic ☐ Foreign

Address Type: Mailing

Supplemental Type:

Supplemental Address:

Street Address/PO Box: 1 Any Ave

Additional Address Line:

City: Any City

State: California

ZIP: 77777 - -

Save Reset

7. Change address information by altering the following:
 - Domestic/Foreign address type (the default is Domestic)
 - **Address Type** (the default is Mailing)
 - Supplemental Address Type
 - Supplemental Address Line (prints above address line to be used with Supplemental Address Type)
 - **Street Address /PO Box**
 - Additional Address Line
 - **City**
 - **State**
 - **ZIP** (Only first five digits are required)
8. When all changes are complete, click **Save**.



Appointment Status Definitions

STATUS	DEFINITION
Active	Currently working in this position, or has returned from a leave.
Educational Leave (State employees only)	Leave is granted for the purpose of further education.
Family Leave of Absence	Approved maternity/paternity leave.
Industrial Disability Leave	Worker in a safety classification placed on leave for a work-related injury or illness. Available to local miscellaneous employees by contract amendment only.
Layoff	Layoff (or in lieu of involuntary transfer).
Leave of Absence	Select this status only when the Retirement System is JRS1 or JRS2
Maternity/Paternity Leave	Leave granted for the purpose of giving birth, and/or caring for a newborn child.
Military Leave of Absence	Absent from work due to active service with a branch of the United States Armed Forces.
Non-industrial Leave of Absence	Off work and receiving temporary disability payments for a non-job-related injury or illness.
Permanent Separation	Left work with no projected date of return. This status must be granted for Participant to be eligible for refund of CalPERS contributions. Selecting this option opens the Status Reason field. (Note: If employee is granted this status and then returns to work at your agency, you are required to enter a new enrollment for that person).
Sabbatical Leave Full Pay	On approved leave; receiving full compensation for time not worked.
Sabbatical Leave Partial Pay	On approved leave, but is receiving partial compensation.
Service Leave of Absence	On approved leave.
Special Leave of Absence	(State employees only.) Educational LOA, Partial LOA, or Special Leave for Research or Creative Activity.
Temporary Separation	Temporarily separated from employment for a minimum of two (2) months and is expected to return. (NOTE: A separation of fewer than two months is not reported to CalPERS.) Select this status when none of the other status definitions apply.
To Alternate Retirement Plan	A non-vested member who is subject to a G.D. 20306 Retirement Plan is working fewer than 20 hours a week, and must switch from CalPERS coverage to the Alternate Retirement Plan.
Workers Compensation Leave	Worker in "miscellaneous" (i.e., non-safety) classification is placed on leave for a work-related injury or illness.